

UNITED STATES BANKRUPTCY COURT
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Practitioners
Pro Se Debtors

FROM: United State Bankruptcy Court Clerk

SUBJECT: Involuntary Checklist

Minimum Requirements at Time of Filing

- ☐ Filing Fee - Chapter 7: \$274.00; Chapter 11: \$1,039.00 - check/cash/money order/credit card payment

Original only of the following:

- ☐ Petition, signed by petitioning creditor(s)
☐ Summons

(Note: no matrix will be included at the time of filing)
(Chapter 12/13 cannot be filed as involuntary)

See Local Rule 5005-1 for Filing Papers-Requirements

Deputy Clerk's Duties

- ☐ Time stamp petition
☐ Print "involuntary" on case file folder
☐ Stamp case number on Petition, Summons form
☐ Issue Summons; check answer date (20 days)
☐ Issue receipt
☐ Draw judge assignment